

Title	Manteca Police Department	07/07/2023
	by Haylee Ragsdale in Organized Retail Theft Prevention Grant Program	id. 41335414
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Original Submission 07/07/2023

The Organized Retail Theft (ORT) Prevention Grant Program Application is divided into five (5) sections as identified below: Background Information Contact Information Program Information Proposal Narrative and Budget Mandatory Attachments Each section has a series of questions requiring a response. Applicants will be prompted to provide written text, select options from a drop down menu, select options from a multiple choice menu, or upload attachments. Questions with a red asterisk require responses. Applicants will not be able to submit the application until all questions with a red asterisk have been completed. Applicants may reference the ORT Prevention Grant Program Proposal Instruction Packet for background information, key dates, rating factors, and other important information to aid in the completion of the ORT Prevention Grant Program Application. The ORT Prevention Grant Proposal Instruction Packet is available on the Board of State and Community Corrections (BSCC) website. NOTE: Applicants may start and stop their application but must select "Save Draft" at the bottom of the application before existing.

SECTION I - BACKGROUND INFORMATION **This section requests information about the applicant's name, location, mailing address, and tax identification number.**

Name of Applicant (i.e., Police Department, Sheriff's Department, or Probation Department) **Manteca Police Department**

Multi-Agency Partnerships Information (if applicable) **Applicants may apply for funding as part of a multi-agency partnership (two [2] or more agencies). The agencies and jurisdictions comprising the collaborative application are not required to be contiguous. One (1) Lead Public Agency must be identified on behalf of the partnership.**

Multi-Agency Partnerships **No: This is not a Multi-Agency Partnership Application**

Lead Public Agency Information **All applicants are required to designate a Lead Public Agency (LPA) to serve as the coordinator for all grant activities. The LPA is a governmental agency with local authority within the applicant's city or county. The applicant may choose to fill the role of LPA itself or it may designate a department, agency, or office under its jurisdiction to serve as the LPA. The role of the LPA is to coordinate with other local government agency partners and non-governmental organizations to ensure successful implementation of the grant program. The LPA is responsible for data collection and management, invoices, meeting coordination (virtual and/or in-person), and will serve as the primary point of contact with the BSCC.**

Lead Public Agency **Manteca Police Department**

Applicant's Physical Address **1001 West Center Street
Manteca
CA
95337
US**

Applicant's Mailing Address (if different than the physical address) **1001 West Center Street
Manteca
CA
95337**

Mailing Address for Payment **1001 West Center Street
Manteca
CA
95337
US**

Tax Identification Number **94-6000366**

SECTION II - CONTACT INFORMATION **This section requests contact information for the individuals identified as the Project Director, Financial Officer, Day-to-Day Project Contact, Day-to-Day Fiscal Contact, and the Authorized Signature.**

Project Director **Stephen Schluer**

Project Director's Title with Agency/Department/Organization **Interim Police Chief, Manteca Police Department**

Project Director's Physical Address **1001 West Center Street
Manteca
CA
95337
US**

Project Director's Email Address **sschluer@manteca.gov**

Project Director's
Phone Number **+12092398401**

Financial Officer **Jared
Hansen**

Financial Officer's
Title with
Agency/Department/Organization **Interim Finance Director, City of Manteca**

Financial Officer's
Physical Address **1001 West Center Street
Manteca
CA
95337
US**

Financial Officer's
Email Address **jhansen@manteca.gov**

Financial Officer's
Phone Number **+12094568782**

Day-To-Day Program
Contact **Ian
Osborn**

Day-To-Day Program
Contact's Title **Sergeant, Manteca Police Department**

Day-To-Day Program
Contact's Physical
Address **1001 West Center Street
Manteca
CA
95337
US**

Day-To-Day Program
Contact's Email
Address **iosborn@manteca.gov**

Day-To-Day Program
Contact's Phone
Number **+12094568207**

Day-To-Day Fiscal
Contact **Ian
Osborn**

Day-To-Day Fiscal
Contact's Title **Sergeant, Manteca PD**

Day-To-Day Fiscal
Contact's Physical
Address **1001 West Center Street
Manteca
CA
95337
US**

Day-To-Day Fiscal Contact's Email Address	iosborn@manteca.gov
Day-To-Day Fiscal Contact's Phone Number	+12094568207
Name of Authorized Officer	Stephen Schluer
Authorized Officer's Title	Interim Police Chief
Authorized Officer's Physical Address	1001 West Center Street Manteca CA 95337 US
Authorized Officer's Email Address	sschluer@manteca.gov
Authorized Officer's Phone Number	+12092398401
Authorized Officer Assurances	checked
SECTION III - PROGRAM INFORMATION	This section requests a Project Title, Proposal Summary description, Program Purpose Area(s) selection, and Scope Funding Category selection.
Project Title	Expanding Manteca Police Department's Organized Retail Crimes Unit
Proposal Summary	Manteca Police Department's proposed project will include the hiring of three additional officers for the purposes of expanding the Department's existing, and extremely successful, Organized Retail Crimes unit, which is currently staffed by a single detective. These officers will also need equipped vehicles, which is included in the request. Additionally, MPD is requesting 30 license plate readers and two drones.
PROGRAM PURPOSE AREAS	Applicants must propose activities, strategies, or programs that address the Program Purpose Areas (PPAs) as defined on pages 5 - 8 in the ORT Prevention Grant Proposal Instruction Packet. A minimum of one (1) PPA must be selected; applicants are not required to address all three (3) PPAs. All proposed activities, strategies, or programs must have a link to the ORT Prevention Grant Program as described in the authorizing legislation and the ORT Prevention Grant Proposal Instruction Packet.
Program Purpose Areas (PPAs):	PPA 1: Organized Retail Theft PPA 2: Motor Vehicle or Motor Vehicle Accessory Theft

Funding Category
Information

Applicants may apply for funding in a Medium Scope OR Large Scope Category. The maximum an applicant may apply for is up to \$6,125,000 in the Medium Scope category OR up to \$15,650,000 in the Large Scope category. Applicants may apply for any dollar amount up to and including the maximum grant amount identified in each category. Multi-agency partnerships (determined as Medium Scope OR Large Scope) may apply for up to the maximum grant award in that category, multiplied by the number of partnering eligible applicants. For Example: Four (4) eligible applicants in the Medium Scope category may submit one (1) application for up to \$24,500,000 o \$6,125,000 (Medium Scope Max) x 4 (# of Agencies) = \$24,500,000 Two (2) eligible applicants in the Large Scope category may submit one (1) application for up to \$31,300,000 o \$15,650,000 (Large Scope Max x 2 (# of Agencies) = \$31,300,000 Please reference pages 10-12 in the ORT Prevention Grant Proposal Instruction Packet for additional information.

Funding Category

Medium Scope (Up to \$6,125,000)

SECTION IV -
PROPOSAL
NARRATIVE AND
BUDGET

This section requests responses to the Rating Factors identified in the the ORT Prevention Grant Program Application Instruction Packet.

The Proposal Narrative must address the Project Need, Project Description, Project Organizational Capacity and Coordination, and Project Evaluation and Monitoring Rating Factors as described in the ORT Prevention Grant Instruction Packet (refer to pages 20-24). A separate narrative response is required for each Rating Factor as described below: The Project Need narrative may not exceed 6,711 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately three (3) pages in Arial 12-point font with one-inch margins on all four (4) sides and at 1.5-line spacing. The Project Description narrative may not exceed 11,185 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately five (5) pages in Arial 12-point font with one-inch margins on all four (4) sides and at 1.5-line spacing. The Project Organizational Capacity and Coordination narrative may not exceed 4,474 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately two (2) pages in Arial 12-point font with one-inch margins on all four (4) sides and at 1.5-line spacing. The Project Evaluation and Monitoring narrative may not exceed 4,474 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately two (2) pages in Arial 12-point font with one-inch margins on all four (4) sides and at 1.5-line spacing. A character counter is automatically enabled that shows the number of characters used and the remaining number of characters before the limit for each response is met. If the character limit is exceeded, a red prompt will appear with the message "You have exceeded the character limit". Applicants will be prohibited from submitting the ORT Prevention Grant Program Application until they comply with the character limit requirements. NOTE: It is up to the applicant to determine how to use the total word limit in addressing each section, however as a guide, the percent of total point value for each section is provided in the ORT Prevention Grant Proposal Instruction Packet (refer to page 15).

Project Need

With its close proximity to major highways and abundance of retail opportunities, the City of Manteca has been a prime target for organized retail crime and theft of vehicles and vehicle parts. In 2019, the Manteca Police Department established its own (first-in-the-state) Organized Retail Crime unit to combat the rise in these crimes. In 2020, this unit, which is currently only staffed by one detective, made 202 arrests relating to organized retail crime; in 2021 this number was 181, and in 2022 this number was 161. It is estimated that retailers in Manteca have lost well over \$10 million cumulatively. Additionally, many of the individuals arrested had outstanding warrants for other crimes, meaning the ORC unit was not only successful at deterring future incidents of organized retail theft, but that the unit was also successful in removing a dangerous individual from the community. For example, one individual who was busted by the retail crime unit was also in possession of deadly amounts of fentanyl and was wanted by Stanislaus County Sheriff's Office for transportation of narcotics, reckless driving while evading police, and attempted murder. Another example that highlights the importance of the work that MPD's ORC Unit is doing is the example of three men who were arrested by MPD June 9, 2021 while in the process of stealing almost \$5,000 worth of merchandise from Ulta. This was after the individuals had already stolen goods from two other retailers nearby. These same individuals had stolen merchandise from the same Ulta location five times that week, and in the year preceding his arrest one of the individuals had outstanding theft cases with Ulta stores in nearby Modesto, Turlock, Stockton, Tracy, and Riverbank. The group as a whole was responsible for more than \$10,000 worth of stolen goods just from area Ulta stores. Before the Department instituted its Organized Retail Crime unit, many retailers were considering exiting the City, due to the high occurrence of theft and property damage. One such retailer, Ulta Beauty Supply, lost at least \$200,000 in stolen merchandise in just one year, and was targeting it is Manteca store as one to close due to the high incidence of organized retail crime. However, this changed once MPD was able to more effectively target and prevent instances of organized retail theft – keeping jobs and revenue in the city. The success of the one-officer ORC unit underscores the need for more MPD officers to be dedicated to the unit, and acts as a forerunner of future success of an expanded team. To support the work of this expanded ORC unit, four police vehicles are also being requested. In addition, the application is requesting 30 license plate readers and 2 drones, all of which will increase the success of MPD's ORC Unit and work to prevent and deter future organized retail theft in the City of Manteca.

Project Description

Manteca Police Department's Organized Retail Crimes Unit was the first in the state for a local department to implement. This Unit dedicated a detective to working closely with the city's retailers to identify, prevent, and solve instances of organized retail theft. The ability for retailers to have an individual officer on speed-dial who can respond to their concerns as well as an active situation has helped encourage retailers to stay and/or grow their presence in the City. In

many other cities throughout the state, individuals who are associated with an organized retail theft ring will often return to the same stores repeatedly. The presence of MPD's ORC Unit prevents that.

Additionally, the detective currently working the ORC Unit has worked closely with loss prevention officers at local stores to educate them on how to appropriately fill out crime reports and share them with the department, which also helps the Department identify and prepare for otherwise unnoticed instances of organized retail theft.

It is estimated that the work of the ORC detective has reduced incidences of organized retail theft in Manteca by 50%. It is expected that by dedicating more officers to this unit, the reduction will go even farther. Thus, the City of Manteca with the Manteca Police Department is requesting funding to cover the salaries of three detectives and one sergeant. This will expand the one-man unit into a fully-functional unit, the appropriate manpower to handle the level of crime that plagues the city's retailers. Additionally, suspects involved in organized retail theft are often wanted by other jurisdictions for the same offense, and tend to target the same (or very similar) retailers in various locales. Having a dedicated detective to investigate these types of crimes has helped Manteca PD catch these suspects and prevent future thefts in Manteca and throughout California. By increasing the size of the unit and its investigative ability, Manteca Police Department will be able to expand on its experience in combatting and solving organized retail theft not only within Manteca, but in the surrounding area and beyond. To ensure the Organized Retail Crimes unit is adequately trained and informed, funds are also being requested for all four detectives to attend an organized retail crime prevention conference each year of the grant performance period.

In order to provide the expanded unit with the equipment it needs, MPD is also requesting funds to purchase four new police vehicles that will be used by these detectives. The vehicles will be appropriately marked and outfitted for near-immediate use upon delivery to the Department. Additionally, MPD is requesting funds to cover the purchase of 30 license plate readers. This will allow the department to more easily and successfully initiate investigations of organized retail theft crimes using the vehicle information and video footage obtained through these readers. The ALPRs will also allow the department to easily identify when a stolen vehicle is in its jurisdiction, apprehending suspects and preventing additional crimes (often retail theft) that may have been committed.

Finally, MPD is requesting funds to acquire two drones that will be used directly in preventing and investigating organized retail theft. The Department currently has one drone that has been used in multiple instances for these purposes. However, one drone does not suffice for the Department's ORC Unit needs now, and will certainly not suffice if the Unit is allowed to expand. The DJI M30T Drones are portable, reliable even in harsh weather, quick to deploy, MPD is also looking to employ these officers and this equipment to combat vehicle theft and theft of motor vehicle parts. From January 1, 2020 – December 31, 2022, the police department received 417 reports of catalytic converter theft. From 2021 to 2022, Manteca

experienced a 137% increase in reported cases of motor vehicle theft or grand theft auto. The installation of ALPRs will also help in the prevention and prosecution of these thefts.

While no formal agreements are in place or are being proposed through this grant application, MPD expects that its ORC expertise, equipment, and expanded capacity will directly benefit – and be used by – surrounding agencies as well.

Project
Organizational
Capacity and
Coordination

The Manteca Police Department has been successfully operating an Organized Retail Crimes unit since 2019, and has the experience and expertise to not only continue operating this unit, but also expanding this unit. Throughout the lifetime of the ORC Unit, the single detective tasked to the unit has worked collaboratively with local retailers to help them identify organized retail theft, and has been a direct point of contact for retailers who have fallen victim to organized retail theft. This has allowed for more effective communication between retailer and the police department, as well as a rapid response to reports of retail theft, often resulting in a more comprehensive and successful investigation. The current single detective who makes up the unit has been incredibly effective at building relationships with retailers in the City, increased MPD presence at frequently-targeted retail locations, and increasing the threat to individuals committing these crimes that they will be caught; however, one single detective cannot continue to maintain or expand upon this success, which is why funding through BSCC's Organized Retail Theft Prevention Grant program is critical to the continued success of the unit. By adding three additional detectives and including one sergeant in this Organized Retail Crimes unit, Manteca will have a fully-functioning unit whose sole priority is the identification, prevention, and investigation of organized retail theft and vehicle theft crimes. It is expected that this fully-staffed unit will have incredible success at deterring retail theft as well as vehicle (and vehicle parts) theft. Because of that, combined with the repeat victimization of Manteca's retailers without this unit, the city is committed to funding these positions beyond the expiration of the grant term.

Project Evaluation
and Monitoring

The Manteca Police Department uses a variety of tools and technology to track Organized Retail Crimes currently, and will continue to do so. Primarily, data is amassed and evaluated by the Department's in-house Crime Analyst. The Crime Analyst scours incidents, reports, outside databases and analytical trends in order to compile the most complete and accurate data for our Investigators and Command Staff. Additionally, the Crime Analyst can find trends and patterns that may not be readily noticeable to others at first glance. These trends include, but are not limited to, common locations where the offenses occur, the route the suspects will likely take (e.g. their first stop would be Ulta followed by Kohl's, etc.), the times that most offenses are occurring and the type of merchandise being stolen. These patterns aid the Department's current Organized Retail Crime Detective in anticipating the most likely areas where they may intercede or disrupt ORC activity, and will continue to guide the success and efficacy of any grant-funded expanded ORC Unit. Through pattern development, for instance, a ORC Detective may

learn of a theft that just occurred at Ulta and, instead of going directly to Ulta to immediately investigate the incident, may self-deploy to the most likely location the suspect(s) will strike next. This proactive approach to ORC activity is crucial in disrupting organized retail and vehicle theft, preventing future loss to our retailers and citizens.

In addition to the strong work of the The Manteca Police Department uses a variety of tools and technology to track Organized Retail Crimes. Primarily, our data is amassed and evaluated by our in-house Crime Analyst. Our Crime Analyst scours incidents, reports, outside databases and analytical trends in order to compile the most complete and accurate data for our Investigators and Command Staff. Additionally, our Crime Analyst can find trends and patterns that may not be readily noticeable at first glance. These trends include, but are not limited to, common locations where the offenses occur, the route the suspects will likely take (e.g. their first stop would be Ulta followed by Kohl's, etc.), the times that most offenses are occurring and the type of merchandise being stolen These patterns can aid our Organized Retail Crime Detective in anticipating the most likely areas where he/she may intercede or disrupt ORC activity. Through pattern development, for instance, our ORC Detective may learn of a theft that just occurred at Ulta and, instead of going to Ulta to immediately investigate the incident, he/she may self-deploy to the most likely location the suspect(s) will strike next. This proactive approach to ORC activity is crucial in disrupting these types of crimes.

In addition to the strong work of our Crime Analyst, MPD's current ORC Detective obtains and evaluates reports from allied agencies regarding their ORC related criminal activity and compares that data against MPD's own investigations. Through these comparisons, modus operandi and associated criminal activity can be linked to specific suspects. This broadens the exposure of a particular suspect across multiple jurisdictions resulting in greater asset recovery and potentially enhanced sentencing after conviction. This strategic analysis will be employed by all detectives in the expanded Organized Retail Crimes unit and will allow for successful implementation and monitoring of the grant-funded activities.

Lastly, most retailers keep detailed records regarding their losses through theft. The Department's current ORC Detective regularly compares the data from these retailers against our own statistics which provides an accurate theft-to-recovery ratio. This ratio is and will continue to be used to validate the unit's effectiveness and, if necessary, re-direct the team's focus toward retailers or organizations that require additional assistance.

Through this three-tiered approach to statistical analysis, MPD's Organized Retail Crimes unit can accurately assess the needs of the retail community and deploy law enforcement assets where they are most needed.

Budget Instructions **Applicants are required to submit a Proposal Budget and Budget Narrative (Budget Attachment). Upon submission the Budget Attachment will become Section 5: Budget (Budget Tables & Narrative) making up part of the official proposal. The Budget Attachment must be filled out completely and accurately. Applicants are solely responsible for the accuracy and completeness of the information entered in the Proposal Budget and Budget Narrative. The Proposal Budget must cover the entire grant period. For additional guidance related to grant budgets, refer to the BSCC Grant Administration Guide. The Budget Attachment is provided as a stand-alone document on the BSCC website.**

Budget Attachment

[**Organized-Retail-Theft-Prevention-Grant-Program-Budget-Attachment.-MPD.xlsx**](#)

SECTION V -
ATTACHMENTS

This section list the attachments that are required at the time of submission, unless otherwise noted. Project Work Plan (Appendix B) - Mandatory Grantee Assurance for Non-Governmental Organizations (Appendix D) - Mandatory Local Impact Letter(s) (Appendix E) - Mandatory Letter(s) of Commitment (Appendix F) - If Applicable Policies Limiting Racial Bias - Refer to page 9 of the Proposal Instruction Packet - Mandatory Policies on Surveillance Technology - Refer to page 9 of the Proposal Instruction Packet - If Applicable Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement (Appendix G) - Mandatory Governing Board Resolution (Appendix H) - Optional

Project Work Plan (Appendix B)

[**Project-Work-Plan-ORT___MPD.docx**](#)

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[**Appendix_D_Manteca_PD_Signed.pdf**](#)

Local Impact Letter(s) (Appendix E)

[**Impact_Letter___FINAL.pdf**](#)

[**Organized_Retail_Theft_Prevention_Grant_Mayor_LOS.pdf**](#)

Letter(s) of Commitment, (Appendix F)

[**Grant_Letter_KOHLIS.pdf**](#)

[**Letter_of_Commitment_Costco.pdf**](#)

[**Letter_of_Commitment_Ritea_Aid.pdf**](#)

[**Letter_of_Commitment_TARGET.pdf**](#)

[**Letter_of_Commitment-Bath_and_Body.pdf**](#)

[**Manteca_F4L_Letter_of_Commitment.pdf**](#)

[**Manteca_Letter_of_Commitment_JC_Penny.pdf**](#)

[**Manteca_PD_Grant_letter_WAL_GREENS_2.pdf**](#)

[**MPD_Grant_Letter_Old_Navy_2.pdf**](#)

[ORC_Letter_WAL_MART.pdf](#)

[ULTA_Beauty_Letter_of_Commitment.pdf](#)

[Letter_of_Commitment_Burlington.pdf](#)

[Letter_of_Commitment.MANTECA.ROSS_DRESS_FOR_LESS.docx](#)

[Letter_of_Commitment_Costco_Copy\(1\).pdf](#)

[Bass_Pro_Shop_Letter_of_Commitment.pdf](#)

Policies Limiting Racial Bias

[Bias-Based_Policing_Policy.pdf](#)

Policies on Surveillance Technology

[ALPR_policy.pdf](#)

[Operational_Outline.pdf](#)

[UAS_Policy.pdf](#)

Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement (Appendix G)

[Appendix_G_Manteca_PD_Signed.pdf](#)

OPTIONAL: n/a
Governing Board
Resolution (Appendix
H)

OPTIONAL: n/a
Bibliography

CONFIDENTIALITY NOTICE: **All documents submitted as a part of the Organized Retail Theft Prevention Grant Program proposal are public documents and may be subject to a request pursuant to the California Public Records Act. The BSCC cannot ensure the confidentiality of any information submitted in or with this proposal. (Gov. Code, § 6250 et seq.)**

Appendix B: Project Work Plan

Applicants must complete a Project Work Plan. This Project Work Plan identifies measurable goals and objectives, process and outcome measures, activities and services, responsible parties for those activities and services, data sources and estimated timelines. Completed plans should (1) identify the project’s top goals and objectives; (2) identify how the goal(s) will be achieved in terms of the activities, responsible staff/partners, and start and end dates, process and outcome measures; and (3) provide goals and objectives with a clear relationship to the need and intent of the grant. As this grant term is for three (3) years, the Project Work Plan must attempt to identify activities/services and estimate timelines for the entire grant term. A minimum of one goal and corresponding objectives, process measures, etc. must be identified.

Applicants must use the Project Work Plan provided below. You will be prompted to upload this document to the BSCC-Submittable Application.

(1) Goal:	> Reduce instances of Organized Retail Theft		
Objectives (A., B., etc.)	> Hire additional officer for full time placement within Manteca Police Department’s Organized Retail Crimes unit.		
Process Measures and Outcome Measures:	> Reduce instances of successful and attempted organized retail crimes > successfully apprehend suspects that are involved in organized retail crimes > protect retail assets		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Increase Manteca PD patrols of retailer properties where organized retail crimes are likely to occur > increase coordination and communication between local retailers and MPD regarding how to prevent organized retail theft, and what to do when it occurs	> Manteca PD	> 10/1/2023	> 09/30/2026
List data and sources to be used to measure outcomes: > Currently, MPD has a 20% recovery rate in instances of retail theft, and the Department is aiming to increase that rate to 35% with grant funds and the expansion of the Organized Retail Crimes unit. Calls for suspected and actual shoplifting/retail ztheft will also be monitored to ensure there is a	The Department’s Crime Data Analyst will track data to measure outcomes.		

reduction in these calls for service. MPD also aims to reduce by 20% the instances of auto burglaries in off-street parking facilities servicing commercial retail establishments.

C

(2) Goal:	> Reduces instances of Organized Vehicle Theft and Vehicle Parts Theft		
Objectives (A., B., etc.)	> Hire additional officer for full time placement within Manteca Police Department's Organized Retail Crimes unit.		
Process Measures and Outcome Measures:	> Reduce instances of successful and attempted organized vehicle theft crimes > successfully apprehend suspects that are involved in organized vehicle theft crimes Increase public awareness of vehicle theft risks		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> Increase Manteca PD patrols of properties where organized vehicle theft crimes are likely to occur > increase coordination and communication between citizens and MPD regarding how to prevent organized vehicle and vehicle parts theft, and what to do when it occurs	> Manteca PD	> 10/1/2023	> 09/30/2026
List data and sources to be used to measure outcomes: > The Department's Crime Data Analyst will track data to measure outcomes. Calls for motor vehicle theft and theft of vehicle parts will also be monitored to ensure there is a reduction in these calls for service. MPD also aims to reduce by 20% the instances of auto burglaries in off-street parking facilities servicing commercial retail establishments.			

(3) Goal:	>
Objectives (A., B., etc.)	>

Process Measures and Outcome Measures:	> [REDACTED]		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> [REDACTED]	> [REDACTED]	> [REDACTED]	> [REDACTED]
List data and sources to be used to measure outcomes: >			

Organized Retail Theft Prevention Grant Program - Project Budget and Budget Narrative

Name of Applicant: *City of Manteca*

44-Month Budget: October 1, 2023 to June 1, 2027

Note: Rows 7-16 will auto-populate based on the information entered in the budget line items (Salaries and Benefits, Services and Supplies, etc.)

Budget Line Item	Total
1. Salaries & Benefits	\$2,062,449.00
2. Services and Supplies	\$0.00
3. Professional Services or Public Agencies	\$0.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$141,090.00
6. Equipment/Fixed Assets	\$698,348.00
7. Financial Audit (Up to \$25,000)	\$25,000.00
8. Other (Travel, Training, etc.)	\$36,000.00
9. Indirect Costs	\$0.00
TOTAL	\$2,962,887.00

1a. Salaries & Benefits

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
Salary and benefits for 3 additional detectives	\$229,161 100% FTE + benefits	\$2,062,449.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$2,062,449.00

1b. Salaries & Benefits Narrative:

Grant funds are being requested to hire three (3) additional detectives to supplement the work that our current Organized Retail Crimes detective has been doing on his own. The funds identified above will cover the full salary and benefits for three full time Organized Retail Crimes officers.

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$0.00

2b. Services and Supplies Narrative:

Enter narrative here. You may expand cell height if needed.

3a. Professional Services		
Description of Professional Service(s)	Calculation for Expenditure	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$0.00

3b. Professional Services Narrative
 Enter narrative here. You may expand cell height if needed.

4a. Non-Governmental Organization (NGO) Subcontracts		
Description of Non-Governmental Organization (NGO) Subcontracts	Calculation for Expense	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$0.00

4b. Non-Governmental Organization (NGO) Subcontracts Narrative
 Enter narrative here. You may expand cell height if needed.

5a. Data Collection and Evaluation		
Description of Data Collection and Evaluation	Calculation for Expense	Total
Crimes Data Analyst to track data sepcific to grant project	5% of grant request	\$141,090.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$141,090.00

5b. Data Collection and Evaluation Narrative
 Enter narrative here. You may expand cell height if needed.

6a. Equipment/Fixed Assets		
Description of Equipment/Fixed Assets	Calculation for Expense	Total
30 Flock ALPRS	30 cameras X \$3,000/each = \$90,000/year X 3 years=	\$270,000.00

Flock system one-time set up cost	1 @ \$4,500	\$4,500.00
4 fully stocked police squad cars, undercover	\$80,000 each x 4	\$320,000.00
DJI M30T Drones (2)	\$20,181/drone; \$20,181 X 2 =	\$40,362.00
10% contingency	10% contingency	\$63,486.00
		\$0.00
		\$0.00
		\$0.00
TOTALS		\$698,348.00

6b. Equipment/Fixed Assets Narrative

Funds are being requested to purchase 30 Flock automated license plate readers as well as two DJI M30T drones. ALPRs have made it possible for the Department to be alerted whenever a stolen vehicle enters its jurisdiction. They have been successful in identifying and leading MPD officers to suspects, and will help the department deter further organized retail or vehicle crimes in its jurisdiction. Additionally, the department's current drone was just used in an organized retail theft investigation, and because of the large number of thefts Manteca experiences, additional drones are being requested.

7a. Financial Audit

Description	Calculation for Expense	Total
Financial Audit	Estimate of actual expenses to be incurred for outside audit	\$25,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$25,000.00

7b. Financial Audit) Narrative:

Enter narrative here. You may expand cell height if needed.

8a. Other (Travel, Training, etc.)

Description	Calculation for Expense	Total
Travel for Organized Retail Crimes Unit (4 officers) to attend training/conference/other	\$3,000/officer/year = \$3,000 X 4 X 3 =	\$36,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL		\$36,000.00

8b. Other (Travel, Training, etc.) Narrative:

Members of the Organized Retail Crimes unit plan on attending conferences or other education opportunities to stay abreast of the latest research and tactics to combat organized retail theft and motor vehicle theft. All travel will be in-state only, per grant guidelines.

9a. Indirect Costs

For this grant program, indirect costs may be charged using only <u>one</u> of the two options below:	Grant Funds	Total
1) Indirect costs not to exceed 10 percent (10%) of the total grant award. Applicable if the organization does not have a federally approved indirect cost rate.	\$0	\$0
<i>If using Option 1) grant funds allocated to Indirect Costs may not exceed:</i>	\$0	
2) Indirect costs not to exceed 20 percent (20%) of the total grant award. Applicable if the organization has a federally approved indirect cost rate. Amount claimed may not exceed the organization's federally approved indirect cost rate.	\$0	\$0
<i>If using Option 2) grant funds allocated to Indirect Costs may not exceed:</i>	\$0	

Please see instructions tab for additional information regarding Indirect Costs. If the amount exceeds the maximum allowed and/or turns red, please adjust it to not exceed the line-item noted.

TOTAL

\$0

\$0

9b. Indirect Costs Narrative:

Enter narrative here. You may expand cell height if needed. If using a federally approved indirect cost rate, please include the rate in the narrative.



CITY OF MANTECA

POLICE DEPARTMENT

To: Board of State and Community Corrections
Re: The Organized Retail Theft Prevention Grant Program, Local Impact Letter, City of Manteca
Date: July 5, 2023

To whom it may concern:

The City of Manteca and Manteca Police Department (MPD) are requesting funds through the BSCC Organized Retail Theft Prevention grant in order to help combat these instances of organized theft in the community. These funds will be used to purchase license plate readers and install them at strategic locations on city property, purchase two drones to be used in the pursuit of organized retail theft suspects, hire three additional detectives, provide organized retail theft-specific training, and purchase vehicles for MPD's Organized Retail Crimes unit. In the execution of these grant-funded activities, planned activities by the Manteca Police Department may take place on the property of local retailers, yet little impact to their operations is expected. This may include increased enforcement by uniformed officers, undercover operations on retail premises, compiling information or evidence for active investigations, or provide education or training to retailers regarding retail theft and how to identify and prevent it.

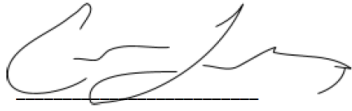
The Letters of Commitment attached to this application highlight local retailers' willingness to collaborate with the Department without any concern of impact. MPD will continue to work closely with each retailer just as it has done in the execution of Organized Retail Crimes unit activities.

Please accept this Impact Letter from the City of Manteca, the Manteca Police Department, and the retailers listed below acknowledging the grant application and proposed grant project, as well as how the involved parties agree to proactively work together to ensure success all around.

Sincerely,

Toni Lundgren, City Manager, City of Manteca

Stephen Schluer, Interim Chief of Police, City of Manteca



Cornelio Lopez, Jr.
Loss Prevention Supervisor
Kohl's # 976
2360 Daniels Street, Manteca, CA 95337

Tim Henderson

Tim Henderson
Divisional Director, Asset Protection
Rite Aid Corporation
2115 Golden Centre Lane, Rancho Cordova, CA 95670



Jesus David Gonzalez
Lowe's Market ORC Manager
Lowe's
1389 S. Lower Sacramento Road, Lodi, CA 95242

Jose Barreto

Jose Barreto
Major Crimes Investigation Manager
Walgreens
151 E. 3rd Avenue, San Mateo, CA 94401



Lead Area Loss Prevention Manager
ULTA Beauty
2292 Daniels Street, Manteca, CA 95337

Signed by

Name

Michael Tyler

Title Northern Division Loss Prevention Manager -Costco

Business address 999 Lake Drive, Issaquah Wa 98027

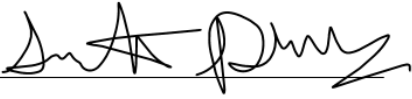
Contact # (425)313-8319

Signed by

Name

Title

Marcus Caesar
Store Director
Food 4 Less
131 S. Spreckels Blvd, Manteca, 95336



Scott Phillips

District Loss Prevention Manager

TJMaxx

277 Commerce Ave, Manteca, CA 95337



Victor Garcia

Field Investigator

Burlington

1055 S Main St, Manteca, CA 95337



Name: Brendan Dugan

Title: Executive Director, Central Investigations

Business address: 1 CVS Dr, Woonsocket, RI 02895



Chad Parks

Regional Loss Prevention Manager

Boot Barn

15345 Barranca Parkway, Irvine, CA 92618



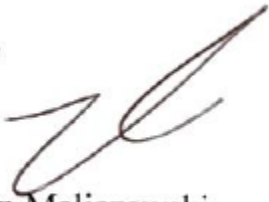
Charmion Smith

Area Loss Prevention Manager

Ross Dress For Less

2590 Bell Rd, Auburn, CA 95603

Best,

A handwritten signature in dark ink, appearing to be 'KM', written in a cursive style.

Kevin Maliszewski
CFO

Bass Pro Shops
2500 E. Kearney Ave
Springfield, MO 65898



BASS PRO SHOPS • 2500 E. KEARNEY AVE • SPRINGFIELD, MO • 65898

To: Board of State and Community Corrections
Re: Organized Retail Theft Prevention Grant Program
Date: July 7, 2023

LETTER OF COMMITMENT

This letter is being submitted to document that Bass Pro, LLC (“Bass Pro”) agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the Manteca Police Department.

As part of this grant focusing on organized retail crime, Bass Pro agrees to assist the Manteca Police Department with the prevention of organized retail crime, future theft and losses, and to provide evidence to prosecute those involved.

Best,

A handwritten signature in black ink, appearing to read 'KM', is written over the signature line.

Kevin Maliszewski
CFO

dbm

REQUESTING AGENCY:
MANTECA POLICE DEPARTMENT
1001 W. CENTER ST MANTECA CA, 95337
Contact:
Detective Brown
dbrown@manteca.gov

Cornelio Lopez JR
Loss Prevention Supervisor
[2360 Daniels St | Manteca, CA 95337](#)|Store#976
📞Office:1(209)-825-1493 Ext.176



To: Board of State and Community Corrections
Re: The Organized Retail Theft Prevention Grant Program
Date: 6/8/2023

LETTER OF COMMITMENT

This letter is being submitted to document that Kohls Manteca agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the Manteca Police Department.

As part of this grant focusing on Organized Retail Crime, Kohls Manteca agrees to work in conjunction with the Manteca Police Department to combat Organized Retail Crime, prevent future theft and losses and provide evidence to prosecute those involved.

Signed by,

Name: Cornelio Lopez
Title: Loss Prevention Supervisor
Business address: 2360 Daniels St Manteca CA, 95337
Contact # 408-819-4947

REQUESTING AGENCY:
MANTECA POLICE DEPARTMENT
1001 W. CENTER ST MANTECA CA, 95337
Contact:
Detective Brown
dbrown@manteca.gov
209-456-8169



To: Board of State and Community Corrections

Re: The Organized Retail Theft Prevention Grant Program

Date: 07/05/2023

LETTER OF COMMITMENT

This letter is being submitted to document that CHARMION SMITH agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the Manteca Police Department.

As part of this grant focusing on Organized Retail Crime, CHARMION SMITH agrees to work in conjunction with the Manteca Police Department to combat Organized Retail Crime, prevent future theft and losses and provide evidence to prosecute those involved.

Signed by,

Name Charmion Smith

Title Area Loss Prevention Manager

Business address 2590 Bell Rd Auburn, CA 95603

Contact # (530) 368-2194

REQUESTING AGENCY:


MANTECA POLICE DEPARTMENT

1001 W. CENTER ST MANTECA CA, 95337

Contact:

Detective Brown

 dbrown@manteca.gov

 209-456-8169

To: Board of State and Community Corrections

Re: The Organized Retail Theft Prevention Grant Program

Date: 7/6/2023

LETTER OF COMMITMENT

This letter is being submitted to document that BURLINGTON STORES agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the Manteca Police Department.

As part of this grant focusing on Organized Retail Crime, BURLINGTON STORES agrees to work in conjunction with the Manteca Police Department to combat Organized Retail Crime, prevent future theft and losses and provide evidence to prosecute those involved.

Signed by,

Name Victor Garcia

Title Field Investigator

Business address 760 Denney Rd Bldg A, San Diego, CA 92154

Contact # (609)694-3650

REQUESTING AGENCY:


MANTECA POLICE DEPARTMENT

1001 W. CENTER ST MANTECA CA, 95337

Contact:

Detective Brown

 dbrown@manteca.gov

 209-456-8169

Burlington

1830 US-130, Burlington, NJ 08016
Phone: (609) 387-7800



To: Board of State and Community Corrections
Re: The Organized Retail Theft Prevention Grant Program
Date: 7/3/23

LETTER OF COMMITMENT

This letter is being submitted to document that **Costco Wholesale** agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the Manteca Police Department.

As part of this grant focusing on Organized Retail Crime, **Costco Wholesale** agrees to work in conjunction with the Manteca Police Department to combat Organized Retail Crime, prevent future theft and losses and provide evidence to prosecute those involved.

Signed by

Name


Michael Tyler

Title Northern Division Loss Prevention Manager

Business address 999 Lake Drive, Issaquah Wa 98027

Contact # (425)313-8319

REQUESTING AGENCY:

MANTECA POLICE DEPARTMENT

1001 W. CENTER ST MANTECA CA, 95337

Contact:

Detective Brown

dbrown@manteca.gov

209-456-8169



To: Board of State and Community Corrections

Re: The Organized Retail Theft Prevention Grant Program

Date: June 16, 2023

LETTER OF COMMITMENT

This letter is being submitted to document that Rite Aid Corporation supports the Organized Retail Theft Prevention Grant Program proposal being submitted by the Manteca Police Department. We will continue to endeavor to combat Organized Retail Crime in conjunction with the Manteca Police Department through all reasonable efforts and in compliance with our corporate policies.

Tim Henderson

Tim Henderson \ Divisional Director, Asset Protection

P (916) 996-5714

2115 Golden Centre Lane, Rancho Cordova, CA 95670

RITEAID.com




REQUESTING AGENCY:

MANTECA POLICE DEPARTMENT

1001 W. CENTER ST MANTECA CA, 95337

Contact: Detective Brown

 dbrown@manteca.gov

 209-456-8169

200 Newberry Commons • Etters, PA 17319



To: Board of State and Community Corrections

Re: The Organized Retail Theft Prevention Grant Program

Date: 6-8-23

LETTER OF COMMITMENT

This letter is being submitted to document that (TARGET) agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the Manteca Police Department.

As part of this grant focusing on Organized Retail Crime, (TARGET) agrees to work in conjunction with the Manteca Police Department to combat Organized Retail Crime, prevent future theft and losses and provide evidence to prosecute those involved.

Signed by,

Name: Angie Meza

Title: Executive Team Leader – Assets Protection

Business address 280 Spreckels Ave, Manteca, CA 95336

Contact # 209-200-6346 or angie.meza@target.com

REQUESTING AGENCY:


MANTECA POLICE DEPARTMENT

1001 W. CENTER ST MANTECA CA, 95337

Contact:

Detective Brown

 dbrown@manteca.gov

 209-456-8169



To: Board of State and Community Corrections

Re: The Organized Retail Theft Prevention Grant Program

Date: 6/16/2023

LETTER OF COMMITMENT

This letter is being submitted to document that Bath & Body Works agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the Manteca Police Department.

As part of this grant focusing on Organized Retail Crime, BATH & BODY WORKS- MANTECA, agrees to work in conjunction with the Manteca Police Department to combat Organized Retail Crime, prevent future theft and losses and provide evidence to prosecute those involved.

Signed by,

Name: Andrea Espinoza

Title: Regional Asset Protection Manager

Business address: 2238 Daniels St. Manteca, CA 95337

Contact #: (209) 901-1872

REQUESTING AGENCY:


MANTECA POLICE DEPARTMENT

1001 W. CENTER ST MANTECA CA, 95337

Contact:

Detective Brown

 dbrown@manteca.gov

 209-456-8169



To: Board of State and Community Corrections

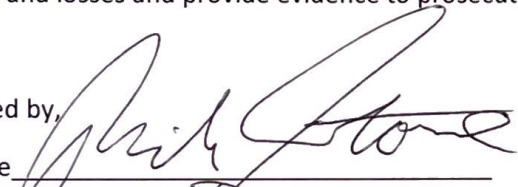
Re: The Organized Retail Theft Prevention Grant Program

Date: 07/04/2023

LETTER OF COMMITMENT

This letter is being submitted to document that MANTECA FOOD 4 LESS agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the Manteca Police Department.

As part of this grant focusing on Organized Retail Crime, MANTECA FOOD 4 LESS agrees to work in conjunction with the Manteca Police Department to combat Organized Retail Crime, prevent future theft and losses and provide evidence to prosecute those involved.

Signed by, 
Name _____
Title Store Director

Business address 131 S. Spreckels Blvd. Manteca, CA, 95336

Contact # 209-823-0806

REQUESTING AGENCY:

MANTECA POLICE DEPARTMENT

1001 W. CENTER ST MANTECA CA, 95337

Contact:

Detective Brown

 dbrown@manteca.gov

 209-456-8169



2401 S. Stemmons
Freeway, suite 4000
Lewisville, Tx, 75067
icp.com


To: Board of State and Community Corrections
Re: The Organized Retail Theft Prevention Grant Program
Date: June 13, 2023

LETTER OF COMMITMENT

This letter is being submitted to document that JCPenney agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the Manteca Police Department.

As part of this grant focusing on Organized Retail Crime, JCPenney agrees to work in conjunction with the Manteca Police Department to combat Organized Retail Crime, prevent future theft and losses and provide evidence to prosecute those involved.

Signed by,
Name: Dominic Scopesi
Title: Group Investigations Manager (North)
Business address 1060 Perimeter Dr, Manteca
Contact #469-476-8154

REQUESTING AGENCY:
MANTECA POLICE DEPARTMENT
1001 W. CENTER ST MANTECA CA, 95337
Contact:
Detective Brown
 dbrown@manteca.gov
 209-456-8169



To: Board of State and Community Corrections

Re: The Organized Retail Theft Prevention Grant Program

Date: 06/22/23

LETTER OF COMMITMENT

This letter is being submitted to document that WALGREENS agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the Manteca Police Department.

As part of this grant focusing on Organized Retail Crime, WALGREENS agrees to work in conjunction with the Manteca Police Department to combat Organized Retail Crime, prevent future theft and losses, and provide evidence to prosecute those involved.

Signed by,

Name *Jose Barreto*

Title Major Crimes Investigation Manager

Business address 151 E. 3rd Avenue San Mateo, CA 94401

Contact # 714-457-4533

REQUESTING AGENCY:


MANTECA POLICE DEPARTMENT

1001 W. CENTER ST MANTECA CA, 95337

Contact:

Detective Brown

 dbrown@manteca.gov

 209-456-8169

To: Board of State and Community Corrections

Re: The Organized Retail Theft Prevention Grant Program

Date: 06/13/2023

LETTER OF COMMITMENT

This letter is being submitted to document that (GAP INC. - Old Navy, Gap, Banana Republic & Athleta)) agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the Manteca Police Department.

As part of this grant focusing on Organized Retail Crime, (GAP INC. - Old Navy, Gap, Banana Republic & Athleta) agrees to work in conjunction with the Manteca Police Department to combat Organized Retail Crime, prevent future theft and losses and provide evidence to prosecute those involved.

Signed by,

Name: Orlando Torres

Title: External Investigations Manager

Business address: 2 Folsom St, San Francisco, CA 94105

Contact # 415.638.0539

REQUESTING AGENCY:

MANTECA POLICE DEPARTMENT

1001 W. CENTER ST MANTECA CA, 95337

Contact:

Detective Brown

 dbrown@manteca.gov

 209-456-8169



CITY OF MANTECA

GARY SINGH, MAYOR

MIKE MOROWIT, VICE MAYOR DISTRICT 4

DAVID BREITENBUCHER, COUNCILMEMBER DISTRICT 3

CHARLIE HALFORD, COUNCILMEMBER

JOSE NUÑO, COUNCILMEMBER

May 22, 2023

To: Board of State and Community Corrections

Re: The Organized Retail Theft Prevention Grant Program

Please accept this letter of support for the City of Manteca's application to the BSCC Organized Retail Theft Prevention grant program. If funded, the City's proposed project will be implemented by the Manteca Police Department.

Currently, the Manteca Police Department (MPD) has one detective dedicated to the Organized Retail Crime unit. This detective has led efforts over the last three years that resulted in more than 400 investigations, over 500 arrests, and approximately \$10,000,000 in losses for retailers in the city. This financial loss not only harms retailers, but also harms the city and the state in lost sales tax revenue as well as increases costs for retailers, building owners, and the city due to property damage. While the loss in dollars can be measured, there is no way to accurately capture the mental and emotional toll that this organized retail theft takes on retail workers, shop owners, building owners, and the community as a whole.

MPD was the first department in the state to formalize and implement an Organized Retail Crimes Unit. This unit has been staffed by one detective since its inception in 2020, and more officers are needed to ensure this unit is successful at preventing and reducing the occurrences of organized retail theft in the city. The Department's past and ongoing success at combatting organized retail theft justifies this request to expand the organized retail crimes unit and to equip the Department with additional license plate readers and drones. The proposed project will additionally contribute to the Department's efforts to combat vehicle and vehicle parts theft.

To protect the city's retailers and residents, I am in strong support of the City of Manteca's application and request your full consideration.

Sincerely,

Gary Singh
Mayor
City of Manteca



To: Board of State and Community Corrections
Re: The Organized Retail Theft Prevention Grant Program
Date: 6/15/2023

This letter is being submitted to document that **ULTA Beauty** agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by The City of Manteca.

As part of this grant, **ULTA Beauty** agrees to:

1. Coordinate with the Manteca Police Department during planned operations involving law enforcement and ULTA Loss Prevention personnel.
2. Attend meetings, when able to do so, hosted by the Manteca Police Department in which strategies and trends are shared regarding Organized Retail Theft Prevention. ULTA Beauty will be able to support with sharing ongoing trends and/or groups targeting the locations in the area.
3. Share with Manteca Police Department information regarding Organized Retail Theft trends, offenders, methods, etc. through an ongoing partnerships and communication.
4. Participate in multi-agency, multi-cooperation operations targeting Organized Retail Theft when available.
5. Participate in the prosecution phase of cases and make available representatives to appear in court on your business' behalf.
6. For years 2020 and 2021 at ULTA Beauty in Manteca, Ca, shrink remained approximately flat with a slight lift in shortage dollars. However, for 2023, shrink is trending 150% up and related to a more blatant disregard. More concerning is the increase in violence with the theft incidents that are occurring in store, creating an unsafe environment for our ULTA associates and other guests in the building or center.
7. ULTA beauty is excited for the continued partnership with the Manteca Police Department to help reduce Organized Retail Theft in the community and for ULTA Beauty. In the past the Manteca Police Department and patrol have been extremely helpful with support to the store and center. With this grant, it gives the department the ability to support even more often, in not just responding to incidents, but to also conduct preventative measures to send a positive message to the community and set the tone for bad actors attempting to cause losses in the area.

Signed by,

A handwritten signature in black ink, appearing to read "Sabrina Ruiz".

Sabrina Ruiz, Lead Area Loss Prevention Manager

Bias-Based Policing

402.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the Manteca Police Department's commitment to policing that is fair and objective.

Nothing in this policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the department's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach, partnerships).

402.1.1 DEFINITIONS

Definitions related to this policy include:

Bias-based policing - An inappropriate reliance on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement (Penal Code § 13519.4).

402.2 POLICY

The Manteca Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

402.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit an officer from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

402.3.1 CALIFORNIA RELIGIOUS FREEDOM ACT

Members shall not collect information from a person based on religious belief, practice, affiliation, national origin or ethnicity unless permitted under state or federal law (Government Code § 8310.3).

Members shall not assist federal government authorities (Government Code § 8310.3):

- (a) In compiling personal information about a person's religious belief, practice, affiliation, national origin or ethnicity.
- (b) By investigating, enforcing or assisting with the investigation or enforcement of any requirement that a person register with the federal government based on religious belief, practice, or affiliation, or national origin or ethnicity.

Manteca Police Department

Manteca PD Policy Manual

Manteca PD Policy Manual

Bias-Based Policing

402.4 MEMBER RESPONSIBILITIES

Every member of this department shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any biased-based actions by another member.

402.4.1 REASON FOR CONTACT

Officers contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.

To the extent that written documentation would otherwise be completed (e.g., arrest report, field interview (FI) card), the involved officer should include those facts giving rise to the contact, as applicable.

Except for required data-collection forms or methods, nothing in this policy shall require any officer to document a contact that would not otherwise require reporting.

402.4.2 REPORTING OF STOPS

Unless an exception applies under 11 CCR 999.227, an officer conducting a stop of a person shall collect the data elements required by 11 CCR 999.226 for every person stopped and prepare a stop data report. When multiple officers conduct a stop, the officer with the highest level of engagement with the person shall collect the data elements and prepare the report (11 CCR 999.227).

If multiple agencies are involved in a stop and the Manteca Police Department is the primary agency, the Manteca Police Department officer shall collect the data elements and prepare the stop data report (11 CCR 999.227).

The stop data report should be completed by the end of the officer's shift or as soon as practicable (11 CCR 999.227).

The Manteca Police department is not required to abide by this statute until January 1, 2022; therefore all data collection will begin at that time.

402.4.3 SUPERVISOR RESPONSIBILITIES – STOP REPORTING

Supervisors will review their shift's stop data entries daily. Those entries containing the required information will be approved and forwarded to the Department of Justice. Any entries that require additional information will be returned to the submitting officer for correction.

402.5 SUPERVISOR RESPONSIBILITIES

Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violations in accordance with the Personnel Complaints Policy.

- (a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.

Manteca Police Department

Manteca PD Policy Manual

Manteca PD Policy Manual

Bias-Based Policing

1. Supervisors should document these discussions, in the prescribed manner.
- (b) Supervisors should periodically review MAV recordings, portable audio/video recordings, Mobile Digital Computer (MDC) data and any other available resource used to document contact between officers and the public to ensure compliance with the policy.
 1. Supervisors should document these periodic reviews.
 2. Recordings or data that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.
- (c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.
- (d) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this department who discloses information concerning bias-based policing.

402.6 ADMINISTRATION

Each year, the Operations Division Commander should review the efforts of the Department to provide fair and objective policing and submit an annual report, including public concerns and complaints, to the Chief of Police.

The annual report should not contain any identifying information about any specific complaint, member of the public or officers. It should be reviewed by the Chief of Police to identify any changes in training or operations that should be made to improve service.

Supervisors should review the annual report and discuss the results with those they are assigned to supervise.

402.7 TRAINING

Training on fair and objective policing and review of this policy should be conducted as directed by the Training Services.

- (a) All sworn members of this department will be scheduled to attend Peace Officer Standards and Training (POST)-approved training on the subject of bias-based policing.
- (b) Pending participation in such POST-approved training and at all times, all members of this department are encouraged to familiarize themselves with and consider racial and cultural differences among members of this community.
- (c) Each sworn member of this department who received initial bias-based policing training will thereafter be required to complete an approved refresher course every five years, or sooner if deemed necessary, in order to keep current with changing racial, identity and cultural trends (Penal Code § 13519.4(i)).

402.8 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

Beginning in January 1, 2022 the Records Supervisor shall insure that all data required by the California Department of Justice (DOJ) regarding complaints of racial bias against officers is

Manteca Police Department

Manteca PD Policy Manual

Manteca PD Policy Manual.

Bias-Based Policing

collected and provided to the DOJ (Penal Code § 13012; Penal Code § 13020). See the Records Unit Policy.

Supervisors should insure that data stop reports are provided to the Records Supervisor for required annual reporting to the DOJ (Government Code § 12525.5) (See Records Bureau Policy).

Automated License Plate Readers (ALPRs)

460.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology.

460.2 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Manteca Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by a designated Police Lieutenant. The designated Police Lieutenant will assign members under his/her command to administer the day-to-day operations of the ALPR equipment and data as necessary.

460.2.1 ALPR ADMINISTRATOR

The designated Police Lieutenant will be known as the ALPR Administrator and shall be responsible for developing guidelines and procedures to comply with the requirements of Civil Code § 1798.90.5 et seq. This includes, but is not limited to (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- (a) A description of the job title or other designation of the members and independent contractors who are authorized to use or access the ALPR system or to collect ALPR information.
- (b) Training requirements for authorized users.
- (c) A description of how the ALPR system will be monitored to ensure the security of the information and compliance with applicable privacy laws.
- (d) Procedures for system operators to maintain records of access in compliance with Civil Code § 1798.90.52.
- (e) The title and name of the current designee in overseeing the ALPR operation.
- (f) Working with the Custodian of Records on the retention and destruction of ALPR data.
- (g) Ensuring this policy and related procedures are conspicuously posted on the department's website.

460.3 OPERATIONS

Use of an ALPR is restricted to the purposes outlined below. Department members shall not use, or allow others to use the equipment or database records for any unauthorized purpose (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

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- (a) An ALPR shall only be used for official law enforcement business.
- (b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
- (c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- (e) No ALPR operator may access department, state or federal data unless otherwise authorized to do so.
- (f) If practicable, the officer should verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert.

460.4 DATA COLLECTION AND RETENTION

The ALPR Administrator is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with department procedures.

All ALPR data downloaded to the server should be stored for a minimum of one year (Government Code § 34090.6) and in accordance with the established records retention schedule. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances the applicable data should be downloaded from the server onto portable media and booked into evidence.

460.5 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The Manteca Police Department will observe the following safeguards regarding access to and use of stored data (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- (a) All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time (Civil Code § 1798.90.52).
- (b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.

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- (c) ALPR system audits should be conducted on a regular basis.

For security or data breaches, see the Records Maintenance and Release Policy.

460.6 POLICY

The policy of the Manteca Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public.

All data and images gathered by the ALPR are for the official use of this department. Because such data may contain confidential information, it is not open to public review.

460.7 RELEASING ALPR DATA

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, using the following procedures:

- (a) The agency makes a written request for the ALPR data that includes:
 1. The name of the agency.
 2. The name of the person requesting.
 3. The intended purpose of obtaining the information.
- (b) The request is reviewed by the ALPR Administrator or the authorized designee and approved before the request is fulfilled.
- (c) The approved request is retained on file.

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy (Civil Code § 1798.90.55).

460.8 TRAINING

The Training Manager should ensure that members receive department-approved training for those authorized to use or access the ALPR system (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

Unmanned Aerial System (UAS) Operations

613.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS) and for the storage, retrieval and dissemination of images and data captured by the UAS.

613.1.1 DEFINITIONS

Definitions related to this policy include:

Unmanned Aerial System (UAS) - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording or any other means.

613.2 POLICY

Unmanned aerial systems may be utilized to enhance the department's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

613.3 PRIVACY

The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to FAA altitude regulations and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

613.4 PROGRAM COORDINATOR

The Chief of Police will appoint a program coordinator who will be responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations and best practices and will have the following additional responsibilities:

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current.
- Ensuring that all authorized operators and required observers have completed all required FAA and department-approved training in the operation, applicable laws, policies and procedures regarding use of the UAS.
- Developing uniform protocol for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents. Deployment of a UAS shall require written authorization of the Chief of Police or the authorized designee, depending on the type of mission.

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- Developing protocol for conducting criminal investigations involving a UAS, including documentation of time spent monitoring a subject.
- Implementing a system for public notification of UAS deployment.
- Developing an operational protocol governing the deployment and operation of a UAS including, but not limited to, safety oversight, use of visual observers, establishment of lost link procedures and secure communication with air traffic control facilities.
- Developing a protocol for fully documenting all missions.
- Developing a UAS inspection, maintenance and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.
- Developing protocols to ensure that all data intended to be used as evidence are accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
- Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
- Facilitating law enforcement access to images and data captured by the UAS.
- Recommending program enhancements, particularly regarding safety and information security.
- Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Chief of Police.

613.5 USE OF UAS

Only authorized operators who have completed the required training shall be permitted to operate the UAS.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.

UAS operations should only be conducted during daylight hours and a UAS should not be flown over populated areas without FAA approval.

613.6 PROHIBITED USE

The UAS video surveillance equipment shall not be used:

- To conduct random surveillance activities.
- To target a person based solely on actual or perceived characteristics, such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.

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- To harass, intimidate, or discriminate against any individual or group.
- To conduct personal business of any type.

The UAS shall not be weaponized.

613.7 RETENTION OF UAS DATA

Data collected by the UAS shall be retained as provided in the established records retention schedule.